

A meeting of the Madison Area Technical College District Board was held on November 7, 2018, at Madison Area Technical College, 1701 Wright Street, Madison, Wisconsin.

Board members present: Shiva Bidar-Sielaff, Elton Crim, Kelly Crombie, Randy Guttenberg, Arlyn Halvorson, Joseph Hasler, Frances Huntley-Cooper, Ananda Mirilli and Shawn Pfaff.

Also present: Valentina Ahedo, Metro Campuses Dean; Turina Bakken, Provost; Tim Casper, Vice-President of Institutional Learning and Effectiveness; James Falco, Associate Vice-President of Regional Campuses; Lucía Nuñez, Vice-President of Equity, Inclusion and Community Engagement; and Mark Thomas, Vice-President of Administrative Services and Chief Financial Officer.

Others present: Ousman Darboe, Student Representative; Steven Ansorge, Student Senate President; Mike Stark, Facilities Planning and Investment Council (FPIC) co-chair and Facilities Director; Penny Johnson, FPIC co-chair and Full Time Faculty; Ann Camillo FPIC facilitator and Shared Governance Coordinator; Katrina Willis, FPIC student member; Cody White, Senior Budget and Policy Analyst; Michele Wiberg, PMA Securities; Shannon Small, Clifton Larson Allen LLP; and Kristin Rolling, Recording Secretary.

Call to Order ^I

The meeting was duly noticed and called to order at 5:45 p.m.

Routine Business Matters ^{II}

Approval of Meeting Minutes ^{II A}

There was a motion by Mr. Crombie, seconded by Ms. Mirilli, to approve the meeting minutes of October 3, 2018, as submitted. Motion carried.

Public Comments II B

Student Senate President Steven Ansorge reported on the current activities and initiatives of the Student Senate.

New Business III

Communications III A

Board Chair's Report III A 1

Future Meeting & Event Schedule III A 1 a

Mr. Hasler reviewed the schedule for upcoming meetings and college events, and encouraged Board members to attend.

Mr. Hasler advised that he received a request to move some agenda items up on the agenda and to take things out of order. There was no objection to this action.

Information Items III B

FY2017-18 Preliminary Audit Results III B 1

Shannon Small, from Clifton Larson Allen, LLP (CLA) provided an overview of the college's audit process and preliminary results.

Action Items III C

Fiscal Year 2017-18 Budget Adjustments III C 1

As a part of and following the audit process, it is necessary to reconcile the actual expenditures by fund and function to the budget. It is important to note that these adjustments remain within the levied tax revenue adopted by the Madison Area Technical College Board in October 2017 and associated expenditures approved on June 6, 2017 and modified in December 2017 and April 2018.

These changes must now be approved in accordance with § 65.90, Wis. Stats., and a copy of the approved adjustments must be submitted to the Wisconsin Technical College System.

There was a motion and a second to approve the budget adjustments for the FY2017-18 fiscal year. Motion carried unanimously with nine votes.

Resolution on District Reserves and Designations III C 2

Mr. Thomas reported that Wis. Admin. Code TCS 7.05(5) states that the District Board may establish reserves and a segregated portion of fund balances for a specific use and a specific period. The Board is not precluded from increasing or decreasing the amount of the reserves, provided the Board passes a resolution to this effect. The Madison Area Technical College District follows the recommendations and requirements of the Wisconsin Technical College System's Financial Accounting Manual for establishing reserves and designations.

There was a motion by Ms. Huntley-Cooper, seconded by Mr. Halvorson, to approve the Resolution on District Reserves and Designations. Motion carried.

New Program Approval – Urban Forestry Technician/Arboriculture III C 3

Dillon Gavinski, full time instructor in Emergency and Protective Services, reported that there is a significant and growing need for arborists and tree care professionals within the Madison College district. Finding candidates with these skills and expertise is a challenge for area employers and this trend will continue as demand for these skills increases. In response to this demand, the proposed degree program Urban Forestry Technician/Arboriculture will offer students a unique opportunity for in-depth training in field of Arboriculture. The student experience will include practicum and capstone project to integrate and apply knowledge and skills gained in the program. The Urban Forestry Technician/Arboriculture program represents a clear opportunity for growth and will meet the needs of district employers.

There was a motion by Mr. Crombie, seconded by Mr. Pfaff, to approve the new Urban Forestry Technician/Arboriculture Associate Degree and Embedded Technical Diploma. Motion carried.

Fiscal Year 2018/19 Capital Remodel Project – Health Education Building, Center for Health & Well-Being III C 4

As part of the capital projects planning process, a remodeling project has been identified for funding. This project is included in the Three-Year Facilities Plan approved by the Madison College Board on September 5, 2018. The Madison College Board approved this project at a cost of \$120,000 at the October 3, 2018 meeting. Construction bids received for the project exceed the construction estimate by \$28,000.

There was a motion by Ms. Bidar-Sielaff, seconded by Ms. Mirilli, to approve the remodel project at a cost of \$148,000. Motion carried.

Capital Projects Borrowing III C 5

Resolution Awarding the Sale of \$5,600,000 General Obligation Promissory Notes, Series 2018-19C III C 5 a

Mr. Thomas noted that the agenda listed an incorrect amount for the borrow, of \$8,450,000, rather than the \$5,600,000. The amount is listed correctly in the action item. On October 3, 2018, the Madison Area Technical College District Board approved authorizing the sale of \$5,600,000 of General Obligation Promissory Notes. The issuance of the notes is for the public purpose of the acquisition of movable equipment and technology costing \$2,000 or more per unit or set (\$4,350,000) and for the purpose of paying the cost of building remodeling and improvement projects (\$1,250,000). These activities were included in the FY 2018-2019 capital projects budget approved by the Board on June 6, 2018.

Michele Wiberg of PMA Securities, Inc. reported that a total of five bids were submitted, with the winning bid coming from J.P. Morgan Securities LLC., with a final true interest cost of 2.591172 percent. As part of the sale process, Standard & Poor's affirmed the College's

AAA rating. Ms. Wiberg recommended that the District Board adopt a resolution awarding the sale to J.P. Morgan Securities LLC.

There was a motion by Ms. Huntley-Cooper, seconded by Ms. Bidar-Sielaff, to adopt the Resolution Awarding the Sale of \$5,600,000 General Obligation Promissory Notes, Series 2018-19C. Motion carried.

Consent Agenda III C 6

Program Admission into Practical Nursing Program at Goodman South: Special Circumstances Priority Request III C 6 a

Named Gifts III C 6 b

FY 2018-19 Tax Levy III C 6 c

Code of Ethics III C 6 d

General fund financial report as of September 30, 2018 III C 6 e

Request for proposals/request for bids/sole sources III C 6 f

Quarterly investment report III C 6 g

Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period September 16, 2018 through October 15, 2018 III C 6 h

July-September 2018 38.14 service contracts III C 6 i

Employment of personnel III C 6 j

Resignations and Separations III C 6 k

Retirements III C 6 l

There was a motion by Mr. Pfaff, seconded by Ms. Bidar-Sielaff, to approve Consent Agenda items III.C.6.a. through l. as submitted. Motion carried.

New Business III**Communications** III A**Student Liaison Report** III A 2

Mr. Darboe thanked Madison College for the opportunity to attend the Association of Community College Trustees (ACCT) Leadership Congress as a member of the ACCT Student Advisory Committee.

College/Campus Announcements III A 3

Mr. Falco reported that the 40th anniversary events at both the Portage and Reedsburg campuses were successful. Madison College received a Thrivent Live Generously grant to host a “pack the Pantry” event at the Fort Atkinson campus, with the goal of raising awareness of student food insecurity. Fort Atkinson also recently hosted a manufacturing breakfast that was attended by 32 people, representing 12 companies and seven school districts in the Eastern Region. The Reedsburg campus will host a Tools for Success event in November, giving high school students with disabilities an opportunity to tour the campus and learn about the programs and services that are available.

Ms. Ahedo reported that Madison College continues to partner with community agencies to secure a grant from the DreamUp Alliance. The goal of the grant is to increase the stability of middle class families in the area. The college will meet with community groups to get their feedback on the Goodman South marketing campaign. The campaign will launch after Thanksgiving.

Dr. Bakken thanked Mr. Darboe for his student leadership at the ACCT Leadership Congress. Madison College is partnering with three other Wisconsin technical colleges to purchase passports for 80 students, with the goal of increasing access to international education

by eliminating financial barriers to participation. Dr. Bakken shared a copy of the Madison College Academic Plan, and thanked Shawna Carter, Associate Vice-President of Strategic Academic Initiatives, for her leadership in developing the plan.

Mr. Thomas provided updates on the Madison College fall sports teams, and reported that the basketball season has started.

Dr. Casper reported that the college will host a reception and resource fair tomorrow for first generation students. The college also hosted several events to recognize Veteran's Day and student veterans.

Ms. Nuñez reported that the college continues to host Climate and Culture events to increase the college community's exposure to diverse groups.

President's Report III A 4

Dr. Bakken reported, as a follow-up to the discussion at the October 3, 2018, Board meeting, regarding a student achievement center at the Portage campus, while there is not a designated space for a student achievement center at Portage, the services of a center are available to students. Dr. Daniels asked Mr. Falco to review the available space at the Portage campus to determine if there are options for creating a student achievement center that would be similar to centers at the other regional campuses. Dr. Daniels will provide an update at the Board's December 2018 meeting.

International Travel III A 4 a

Dr. Bakken informed the Board of the approved international travel activities that will provide staff professional development and student exchange and recruitment opportunities.

Facilities Master Plan III A 4 b

Dr. Bakken reported that the Facilities Master Plan was created by the FPIC, with input from the Presidential Task Force on the Facilities Master Plan. At the December Board meeting, Dr. Daniels will ask for the Board's acceptance of the plan. Dr. Bakken introduced Mr. Stark and other members of the FPIC to share information about the plan, including the process and methodology used to develop the plan, results and general themes of the input that was gathered from the college community, and next steps.

Adjournment v

There was a motion by Ms. Bidar-Sielaff, seconded by Mr. Guttenberg, to adjourn in honor of Mr. Hasler's father, James Hasler. Motion carried.

The meeting adjourned at 7:27 p.m.

Frances Huntley-Cooper, Secretary